

1. Requesting Agency

WORKMEN'S COMPENSATION COMMISSION

2. Division or Bureau of Requesting Agency

CLAIMS DIVISION

3. Authorization Requested (Check only one of the squares below).



A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.



B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.



C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>MEDICAL CLAIMS FILE</u></p> <p>Size: 8½" x 11" Dates: 1954 - - Quantity: 2 drawers (estimated) File Arrangement: Numerical by claim number Annual Accumulation: 1 cubic foot (estimated) Index: Card index</p> <p>Physicians who do not receive payment from the employer or insurer for medical services rendered a claimant may file claim for payment with the Commission. Papers relating to a particular claim are filed in a case folder which may contain:</p> <p>Form C-51 Claim for Medical Services--prepared by physician</p> <p>Form S.F. 2 Surgeon's Report Correspondence with physician, employer, and insurer regarding the claim</p> <p>Form C/47 2000 Order Nisi on Claim for Medical, Surgical, Hospital, and other like expenses--contains a summary of claims Request for hearing</p> <p>Form 108 C/29 Notice of Hearing</p> <p>Form 108 C-32 Subpoena Acknowledgment of service of subpoena Physician's case summaries--copies</p> <p>Form 108 C-41 Digest of Case</p> <p>Form 108 C/37 Medical award order Hearing reporter's shorthand notes</p> <p>RECOMMENDATION: RETAIN FOR SIX YEARS AFTER DATE OF CLAIM AND THEN DESTROY.</p>	

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

8-25-60
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

9/7/1960
Date

Archivist

OCT 5 1960

Date

Secretary